

**Discipleship Ministry Team
Ministry Council of the Cumberland Presbyterian Church**

Title: Ministry Council Shipping Clerk

Status: Part-time

Accountable to: Manager of Cumberland Presbyterian Resource Distribution

Purpose: To provide shipping/receiving for the Ministry Council; to further the knowledge and presence of CP Resources in Cumberland Presbyterian settings and beyond; to provide backup when the supervisor is out of the office.

1) Shipping & Receiving

- a. Fill, package, and process outgoing orders for CP Resources in a timely manner to maintain customer satisfaction.
- b. Fill, package, and process bulk subscriptions and back issue orders for CMT in a timely manner to maintain customer satisfaction.
- c. Fill, package, and process outgoing orders for other Ministry teams in a timely manner.
- d. Accept deliveries from all package carriers and distribute arriving items to the appropriate team, board, institution, or agency in a timely and confidential manner.
- e. Receive postal deliveries, sort mail, and distribute mail to appropriate receptacles in a timely and confidential manner.
- f. Document shipping supplies and postage used for internal billing.
- g. Assist Ministry Council staff with outgoing mailings and packages, postage meter, and shipping equipment.
- h. Monitor postage use and purchase additional postage as necessary.

2) Warehouse

- a. Rotate curriculum stock & magazine back issues as required. Dispose of dated material.
- b. Alert supervisor of low stock items.
- c. Track shipping supplies and alert supervisor of needed items.
- d. Stock supply shelves.
- e. Maintain organization/neatness of shipping area
- f. Dispose of unwanted cartons and other materials increasing safety in the shipping area.

3) Event Sales

- a. Package resources to be taken to events.

- b. Attend events as requested by supervisor to help with set up/take down of store.
- c. Serve customers by locating requested items, suggesting resources, and enabling purchase of items.
- d. Serve in a quasi-consultant role regarding ministerial resources.

4) Web Presence

- a. Update the CP Resources online store, adding information and items as needed.
- b. Maintain an eBay store, choose items for sale, monitor and process sales, and maintain the site.

5) Office Coverage

- a. Answer phone/respond to messages when supervisor is out of the office.
- b. Process orders, including putting orders in Financial Edge.
- c. Respond to customer questions regarding accounts, orders, and deliveries.

Needed Abilities:

Must be able to lift and move a minimum of 50 pounds.

Must be able to stand for long periods of time.

Must be able to use a computer and either be proficient in Financial Edge or able to learn.

Personable and friendly to interact with center staff, visitors, and customers.

Knowledgeable about Cumberland Presbyterian Resources.

Strong knowledge of the Cumberland Presbyterian Church.

Willingness to travel on occasion.

Flexibility.

Competent in handling financial transactions, including credit cards.

Strong organizational skills.

Customer service oriented.

Special Working Conditions:

- Will maintain an office in the Cumberland Presbyterian Center, Cordova, Tennessee.
- Will share in all responsibilities of Ministry Council staff.
- Terms of employment, other than salary, will be detailed in the Ministry Council Personnel Handbook made available at the time of employment. These terms include benefits, such as personal time off (PTO), office hours, etc.
- Salary will be determined at the time of employment and will be set forth in a memorandum confirming employment.